

**November 1917**

Date : 5/17/25 8:00 PM

<https://nla.gov.au:443/nla.obj-2786191789>

**Copyright varies by issue and article**

Reason for copyright status: Serials have an open range of dates.

Copyright status was determined using the following information:

Material type: Literary, dramatic or musical work

Copyright status may not be correct if data in the record is incomplete or inaccurate. For more information regarding Copyright in Library Collections visit <http://copyright.org.au> and <https://www.library.gov.au/services/copyright-library-collections>

The National Library of Australia supports creativity, innovation and knowledge-exchange but does not endorse any inappropriate or derogatory use. Please respect indigenous cultural and ethical concerns.

*Libmdl-*  
[Crown copyright reserved.]

# ARMY ORDERS, 1917.

WAR OFFICE,  
1st November, 1917.

## CONTENTS.

### ARMY ORDER PUBLISHED DURING THE MONTH OF OCTOBER, 1917.

Army Order 323.	I.—Five Per Cent. War Bonds	...	...	...	PAGE 3
-----------------	-----------------------------	-----	-----	-----	-----------

### ARMY ORDERS NOW PUBLISHED FOR THE FIRST TIME.

#### ROYAL WARRANTS.

Army Order 324.	Corps Warrant—Amendments	...	...	...	5
Army Order 325.	Pay Warrant—Amendments	...	...	...	6

#### INSTRUCTIONS, REGULATIONS, &c.

Army Order 326.	Engineer Pay...	...	...	...	9
Army Order 327.	Victoria Cross	...	...	...	9
Army Order 328.	Foreign Decorations and Medals	...	...	...	9
Army Order 329.	Military Medal	...	...	...	9
Army Order 330.	Distinguished Conduct Medal	...	...	...	10
Army Order 331.	Long Service and Good Conduct Medal, Regular Forces	...	...	...	10

LONDON:  
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased through any Bookseller or directly from  
H.M. STATIONERY OFFICE at the following addresses:  
IMPERIAL HOUSE, KINGSWAY, LONDON, W.C. 2, and 23, ABINGDON STREET, LONDON, S.W. 1;  
37, PETER STREET, MANCHESTER; 1, ST. ANDREW'S CRESCENT, CARDIFF;  
23, FORTH STREET, EDINBURGH;  
or from E. PONSONBY, LTD., 116, GRAFTON STREET, DUBLIN;  
or from the Agencies in the British Colonies and Dependencies,  
the United States of America and other Foreign Countries of  
T. FISHER UNWIN, LTD., LONDON, W.C. 2.

*Price 3d. Net.*

**Army Orders.—November, 1917.**

	PAGE
Army Order 332. Territorial Force Efficiency Medal ... ..	10
Army Order 333. Meritorious Service Medal ... ..	10
Army Order 334. Recognition of Voluntary Aid Detachments ...	10
Army Order 335. Military Detention Barrack at Lewes ... ..	10
Army Order 336. Procedure for Dealing with Deserters and Absentees—Amendments to Regulations... ..	11
Army Order 337. Royal Engineer—Motor Cyclist Despatch Riders and Artificers—Qualifications for Engineer Pay	15
Army Order 338. Provisional Regulations for Admission to the Royal Military College—Amendments ... ..	15
Army Order 339. Provisional Regulations for Admission to the Royal Military Academy—Amendments ... ..	17
Army Order 340. Territorial Force Regulations—Amendment ...	19
Army Order 341. Regulations for Magazines and Care of War Matériel—Amendments ... ..	19
Army Order 342. Signal Training Manual, Part I. ... ..	19
Army Order 343. Reorganization of the Royal Flying Corps (Military Wing) ... ..	20
Army Order 344. Vocabulary Rates—Date on which Amendments become Operative at Home ... ..	20
Army Order 345. War Clothing Regulations—Amendments ...	20
Army Order 346. Garrison Artillery Training, Volume I.—Amendments ... ..	20
Army Order 347. Gun Drill—18-pr. Q.F. Gun Drill—Amendments	21
Army Order 348. Books, Forms, &c. ... ..	21
<hr/>	
Errata ... ..	26
List of Changes in War Matériel, &c. ... ..	26
Appendix to Army Order 334 ... ..	27
Appendix A to Army Order 337 ... ..	27
Appendix B to Army Order 337 ... ..	28

---

**ARMY ORDERS.**

---

Army Order No. 323 has been published during the month of October, 1917.

---

*Published on the 4th October, 1917.*

---

- |  |   |
|--|---|
| <div style="text-align: right;">36</div> <div style="border-top: 1px solid black; padding-top: 2px;">Gen. No.</div> <div style="border-top: 1px solid black; padding-top: 2px;">1359</div> | <p><b>I.—Five per cent. National War Bonds.—1. The A.O. 323.</b><br/>issue of 5 per cent. Exchequer Bonds, 1922, ceased on 1917.<br/>22nd September, 1917. On 15th October, 1917, an issue through the Post Office of 5 per cent. National War Bonds will begin. Any remittances bearing a later date than 22nd September in respect of Exchequer Bonds will be invested in the new War Bonds. Investments in these bonds may be made by soldiers by means of Army Form W 3273 (amended as necessary) under the arrangements for investment by soldiers notified in Army Order 116, of 1916.</p> <p>2. Particulars of the National War Bonds are as follows:—</p> <ul style="list-style-type: none"><li>(i.) Rate of interest—5 per cent.</li><li>(ii.) Price of issue—At par; in multiples of 5<i>l</i>.</li><li>(ii.) Redemption—In 5, 7 or 10 years, with a premium, <i>i.e.</i>—<ul style="list-style-type: none"><li>Repayable on 1st October, 1922, with a premium of 2 per cent., <i>i.e.</i>, 5<i>l</i>. 2<i>s</i>. for each 5<i>l</i>. invested; or</li><li>Repayable on 1st October, 1924, with a premium of 3 per cent., <i>i.e.</i>, 5<i>l</i>. 3<i>s</i>. for each 5<i>l</i>. invested; or</li><li>Repayable on 1st October, 1927, with a premium of 5 per cent., <i>i.e.</i>, 5<i>l</i>. 5<i>s</i>. for each 5<i>l</i>. invested.</li></ul></li></ul> <p>Investors should state whether they desire the 5-year, 7-year or 10-year issue. If no choice is indicated it will be assumed that the 5-year issue is desired.</p> <ul style="list-style-type: none"><li>(iv.) Dates of dividend payments—1st April and 1st October.</li><li>(v.) The bonds may be sold through the Post Office at the market price (less a small commission) at any time.</li></ul> |
|--|---|

(5179)

A 2

**Army Orders.—November, 1917.**

---

**A.O. 323** 3. Conversion of existing securities.—Holders of  $4\frac{1}{2}$   
**1917** per cent. War Loan, 5 per cent. Exchequer Bonds, 1919,  
*continued.* 1920 and 1921, and 6 per cent. Exchequer Bonds, 1920,  
may convert their holding into an equivalent amount  
of 7-year or 10-year National War Bonds; if it is  
desired to effect this conversion the holder should  
communicate direct with the Controller, Post Office  
Savings Bank, London, W. 14.

4. The issue of War Savings Certificates continues as  
before.

---

5  
**Army Orders.—November, 1917.**

---

**ARMY ORDERS NOW PUBLISHED  
FOR THE FIRST TIME.**

—  
**ROYAL WARRANTS.**  
—

**Corps Warrant—Amendments.**

**A.O. 324.  
1917.**

**GEORGE R.I.**

9  
Gen. No.    WHEREAS We deem it expedient to amend Our  
6818        Warrant, dated the 7th July, 1916, defining the  
             expression "Corps" for the purposes of the Army Act ;

OUR WILL AND PLEASURE is that the following  
amendments shall be made in the Schedule to the  
aforesaid Warrant :—

1. The words "(including soldiers of the Territorial  
Force)" shall be inserted against each of the following  
Corps :—

Household Cavalry.  
Grenadier Guards.  
Coldstream Guards.  
Scots Guards.  
Irish Guards.  
Welsh Guards.  
The Royal Irish Regiment.  
The Royal Inniskilling Fusiliers.  
Princess Victoria's (Royal Irish Fusiliers).  
The Connaught Rangers.  
The Prince of Wales's Leinster Regiment (Royal  
Canadians).  
The Royal Munster Fusiliers.  
The Royal Dublin Fusiliers.  
The Training Reserve (battalions raised and to be  
raised).  
Army Ordnance Corps.  
Army Pay Corps.  
Army Post Office Corps.  
Corps of the School of Musketry.  
Camel Corps.\*

---

\* See Army Order 207 of 1917.

(5179)

**A 3**

**Army Orders.—November, 1917.**

---

**A.O. 324** 2. The words "(including soldiers of the Regular  
**1917** Forces)" shall be inserted against "Inns of Court  
*continued.* Officers Training Corps."

Given at Our Court at St. James's, this  
2nd day of October, 1917, in the 8th year  
of Our Reign.

By His Majesty's Command,

DERBY.

---

**A.O. 325.** Pay Warrant—Amendments.  
**1917.** GEORGE R.I.

WHEREAS WE deem it expedient to amend Our 0137  
Warrant governing the Pay, Appointment, Promotion 3776  
and Non-effective Pay of Our Army ;

OUR WILL AND PLEASURE IS that Our Warrant of  
1st December, 1914, shall be amended as follows :—

1. Article 321. Line 9, from foot of page 75, *after*  
"Our Royal Engineers" the following shall be  
*inserted* :—

**A.O. 325.** "an assistant inspector of ordnance machinery, an  
**1917.** assistant inspector of armourers, an assistant in-  
specter of Royal Engineer machinery,"

2. Article 329. The words "Assistant paymaster—  
Honorary rank as laid down in Article 79" shall be  
*deleted*.

3. Article 330. The following shall be *inserted* :—

(i) *After* "Inspector of army schools" in line 17 on  
page 77—

<b>A.O. 325.</b> <b>1917.</b>	"Assistant paymaster Assistant inspector of ordnance machinery Assistant inspector of armourers Assistant inspector of Royal Engineer machinery	}	with 15 years' commissioned service on full pay.	}	MAJOR"
----------------------------------	--	---	---	---	--------

Army Orders.—November, 1917.

(ii) *After* "Inspector of army schools", in line 15 on A.O. 325  
page 78—1917

"Assistant paymaster Assistant inspector of ordnance machinery Assistant inspector of armourers Assistant inspector of Royal Engineer machinery	} with 10 years' commissioned service on full pay.	} CAPTAIN"	<u>continued.</u> <u>A.O. 325.</u> <u>1917.</u>
--	---	------------	---

(iii) *After* "Inspector of army schools", in line 21 on  
page 78—

"Assistant paymaster Assistant inspector of ordnance machinery Assistant inspector of armourers Assistant inspector of Royal Engineer machinery	} LIEUTENANT"	<u>A.O. 325.</u> <u>1917.</u>
--	---------------	----------------------------------

4. Article 331. Line 4. The following shall be *substituted* for "quartermasters"—

"commissaries, deputy commissaries and assistant  
 commissaries of ordnance, quartermasters, assistant  
 paymasters, and assistant inspectors of ordnance  
 machinery, of armourers, and of Royal Engineer  
 machinery" A.O. 325.  
1917.

The following amendments shall also be made :—

Line 7, for "a quartermaster" *substitute* "any of  
 these officers"

Line 9, for "he" *substitute* "they"

Line 10, for "his" *substitute* "their"

5. Article 339. Lines 2 and 14, "(except an assistant  
 paymaster)" shall be *inserted* after "Army Pay  
 Department"

Line 3, *after* "therein" the following shall be  
*inserted* "(other than a commissary, deputy commissary  
 or assistant commissary of ordnance)"

6. The following new Article shall be *inserted*:—

430A. The pay of assistant inspectors of ordnance A.O. 325.  
 machinery, assistant inspectors of armourers, and 1917.  
 (5179) ▲ 4



**Army Orders.—November, 1917.**

A.O. 325 assistant inspectors of Royal Engineer machinery shall  
1917 be at the following daily rates :—  
*continued.*

					<i>s.</i>	<i>d.</i>
On appointment	...	...	...	...	10	6
After 5 years' service as assistant inspector...					12	0
" 10 "	"	"	"	"	12	6

7. Article 447. The last two lines shall be *deleted*.

8. The following new Article shall be *inserted* :—

A.O. 325. 448A. An assistant paymaster who, on being com-  
1917. missioned as such, is in possession of a warrant or  
non-commissioned officer's annuity for distinguished or  
meritorious service, shall surrender the same, and shall  
receive annually in lieu thereof pay equivalent to such  
annuity.

9. Article 622. The following shall be *inserted* :—

A.O. 325. (e) An assistant paymaster who has drawn while  
1917. serving extra pay under Article 448A, shall have an  
equivalent addition to his retired pay.

10. The following new Article shall be *inserted* :—

A.O. 325. 624A. An assistant inspector of ordnance machinery,  
1917. an assistant inspector of armourers, or an assistant  
inspector of Royal Engineer machinery may be granted  
retired pay on the same conditions and at the same  
rates as a regimental quartermaster in Articles  
573—578.

Given at Our Court at St. James's, this  
7th day of October, 1917, in the 8th year of  
Our Reign.

By His Majesty's Command,

DERBY.

9  
**Army Orders.—November, 1917.**

**INSTRUCTIONS, REGULATIONS, &c.**

48  
Engineers  
8682      **Engineer Pay.**—As it has been found that considerable inequality of treatment has arisen as regards the rendering of the modified certificate required by Army Order 333 of 1914, for the issue of the higher rate of Engineer pay, His Majesty the King has been graciously pleased to approve that, from the date of this Order, the following certificate shall be substituted for that shown in Appendix II. to Army Order 333 of 1914 :—

**A.O. 326.**  
**1917.**

*Certificate for the Issue of the Higher Rate of  
Engineer Pay.*

Owing to the present emergency..... **A.O. 326.**  
has not been able to complete the instruction which **1917.**  
would entitle him to the higher rate of Engineer pay  
of.....a day under the prescribed conditions.

I certify that he has attained to as high a standard of proficiency in the duties of the Corps as is practicable, having regard to the present conditions and to the reduction, as authorized, in the period of the course of instruction, which he has satisfactorily completed.

The issue of Engineer pay at.....a day is, therefore, approved from.....

Signature.....

Date.....

0164  
3779      **Victoria Cross.**—A list of awards, which were **A.O. 327.**  
announced in the *London Gazette*, dated 17th October, **1917.**  
1917, will shortly be issued to all concerned.

0137  
3736      **Foreign Decorations and Medals.**—Lists of awards, **A.O. 328.**  
which were announced in the *London Gazette*, dated **1917.**  
24th, 25th, 26th September and 3rd and 17th October,  
0164 1917, will shortly be issued to all concerned.  
3749

68  
Gen. No.      **Military Medal.**—Lists of awards, which were **A.O. 329.**  
announced in the *London Gazette*, dated 28th September **1917.**  
and 18th October, 1917, will shortly be issued to all  
3096 concerned.  
0137  
4639

**Army Orders.—November, 1917.**

- |                                  |   |  |
|----------------------------------|---|--|
| <b>A.O. 330.</b><br><b>1917.</b> | <b>Distinguished Conduct Medal.</b> —A list of awards, which were announced in the <i>London Gazette</i> , dated 17th October, 1917, will shortly be issued to all concerned.   | 0164<br>3779   |
| <b>A.O. 331.</b><br><b>1917.</b> | <b>Long Service and Good Conduct Medal, Regular Forces.</b> —A list of warrant officers, non commissioned officers and men of the Regular Forces, to whom silver medals for long service and good conduct have been awarded, will shortly be issued to all concerned.   | 68<br>Gen. No.<br>3146   |
| <b>A.O. 332.</b><br><b>1917.</b> | <b>Territorial Force Efficiency Medal.</b> —A list of non-commissioned officers and men of the Territorial Force to whom efficiency medals have been awarded will shortly be issued to all concerned.   | 68<br>T.F.<br>1361   |
| <b>A.O. 333</b><br><b>1917.</b>  | <b>Meritorious Service Medal.</b> —1. The following have been awarded the annuity and medal for "Meritorious Service":—<br><div style="margin-left: 40px;"> Serjeant-Major J. Curley, late District Staff, Royal Artillery.<br/> Serjeant Master Tailor C. Egerton, late 2nd Bn. Yorkshire Regiment.<br/> Staff Quartermaster-Serjeant J. Kelman, late Staff of the Army, formerly Scots Guards.<br/> Colour-Serjeant T. King, late Permanent Staff, Middlesex Rifle Volunteers, formerly 2nd Bn. Rifle Brigade.<br/> Serjeant-Major W. Owens, late 2nd Bn. Oxford Volunteers, formerly 85th Foot.<br/> Serjeant G. Wright, late No. 40 Company, Southern Division, Royal Artillery. </div> 2. Lists of awards which were announced in the <i>London Gazette</i> , dated 28th September and 17th and 18th October, 1917, will shortly be issued to all concerned. | 68<br>121<br>360<br><br><br><br><br><br><br><br><br><br>68<br>Gen. No.<br>3096<br>0164<br>3779<br>0137<br>4639 |
| <b>A.O. 334</b><br><b>1917.</b>  | <b>Recognition of Voluntary Aid Detachments.</b> —A further list of detachments which have been registered at the War Office is printed as an Appendix to this Order.   | 83<br>9864   |
| <b>A.O. 335.</b><br><b>1917.</b> | <b>Military Detention Barrack at Lewes.</b> —In pursuance of the powers vested in him by Section 133 of the Army Act, the Secretary of State for War has set apart the Civil Prison at Lewes as a Military Detention Barrack, and has declared the same to be a Military Detention Barrack accordingly.   | 23<br>Gen. No.<br>2756   |

Army Orders.—November, 1917.

**Procedure for dealing with Deserters and Absentees.**—In connection with certain additions and amendments to the Army Act, made by the Army (Annual) Act, 1917, relating to the procedure for dealing with deserters and absentees without leave, it has been decided to make the following amendments in regulations :—

**1. Pay Warrant.**

108  
Gen. No. Army Council's Instructions on Articles 1268 to 1270  
1976 on page 305.

*For paragraph 1 substitute—*

1. The reward allowed by Article 1268, will be authorized by the general officer commanding-in-chief the command or general officer commanding the district in which the deserter or absentee is apprehended. A.O. 336.  
1917.

The reward authorized will not ordinarily exceed 10s., if the deserter or absentee when apprehended was in uniform, or 15s. if he was in plain clothes.

Paragraph 4, in line 1. *After* "case" *insert* "provided for in Articles 1269 and 1270"

In line 2. *Delete* "O 1618 or" and "as the case may be"

Paragraph 6, line 5. *For* "commanding officer" *substitute* "command paymaster"

Paragraph 7, lines 2 and 3. *For* "unit to which the deserter or absentee belongs is stationed" *substitute* "deserter or absentee is apprehended"

**2. King's Regulations.**

108  
Gen. No.  
1970

**1. For paragraph 517 substitute—**

517. When a person is apprehended on suspicion of being a deserter or absentee without leave from the army, he is to be proceeded against in accordance with Section 154 of the Army Act. A.O. 336  
1917.

**2. Insert new paragraph—**

517A. When a person surrenders himself as being a deserter or absentee without leave from the army, he will be dealt with as follows :— A.O. 336  
1917.

(a) If he surrenders himself to a police constable in the United Kingdom, he will be dealt with in accordance with Section 154 (9) of the Army Act.

**Army Orders.—November, 1917.**

**A.O. 336**  
**1917**  
*continued.*

- (b) If he surrenders himself to any portion of his own corps, and evidence of identity is immediately available, he will at once be taken into military custody, and the C.O. is forthwith to proceed against him.
- (c) If he surrenders himself to a provost-marshal, assistant provost-marshal or other officer, or to any portion of His Majesty's Forces not provided for in sub-paragraph (b), the provost-marshal, assistant provost-marshal or other officer, or the C.O. of that portion of His Majesty's Forces to which the man surrenders will arrange for an escort to be sent to conduct him back to his unit, and for his detention in military custody pending the arrival of the escort. The officer concerned will himself investigate the case, and will furnish a certificate, in accordance with Section 163 (j) of the Army Act, signed by himself, setting forth the fact, date, and place of surrender. This certificate will be forwarded to the man's unit without delay, and will be evidence of the matters stated in it. If the man is an absentee without leave, he may, at the discretion of the officer concerned, be provided with a warrant (the expense being subsequently recovered from the man), and despatched to his unit without escort. The certificate under Section 163 (j) of the Army Act should be prepared in accordance with the example given below, and duly signed and dated personally by the actual officer concerned, and it should contain nothing except a sufficient description to identify the person who surrendered (*e.g.*, number, rank, name, initial, unit) and the date and place at which, and the person to whom, the surrender took place.

*Certificate under Army Act, Section 163 (j).*

I.....certify that.....  
.....of the.....Regiment  
surrendered himself to\*.....  
at.....on the.....day  
of.....19.....as a deserter  
(or absentee without leave).

*Signature.*

*Date*



13  
**Army Orders.—November, 1917.**

---

Below his signature the officer concerned should state his rank and appointment in accordance with the terms of Section 163 (j) of the Army Act. If the officer who signs the certificate does so as the C.O. of the portion of His Majesty's Forces to whom the surrender was made, he should state this below his signature.

**A.O. 336**  
**1917**  
*continued.*

- (d) A person who falsely represents himself to be a deserter may be proceeded against before the civil power under Section 152 of the Army Act; and if in any of the above cases there is ground for supposing that a person surrendering himself as a deserter (but not as an absentee without leave) is not a deserter he will be at once handed over to the civil power.
- (e) In no other cases than those mentioned in this paragraph is a person not serving as a soldier to be taken into military custody, except for the purpose of being brought forthwith before a Court of Summary Jurisdiction, until he has been duly committed by a magistrate and delivered into military custody.

**3. Insert as footnote to paragraph 517A.**

▪ Here insert rank, name, &c., of the person to whom the absentee or deserter surrendered.

**4. For paragraph 533 substitute—**

533. When a notification is received on A.F. O 1618 that a person apprehended on suspicion of being a deserter or absentee without leave has been committed to confinement to await an escort, or on A.F. O 1617 that a person has surrendered to the police and subsequently confessed to being a deserter or absentee without leave, a C.O. will deal with the case as follows :—

**A.O. 336.**  
**1917.**

- (a) If the man is traced as being illegally absent, and evidence as to identity is available, he will despatch an escort (capable, if possible, of identifying the deserter or absentee without leave), to bring him back should he be identified. A deserter route will be filled in for this service, and must be taken by the N.C.O. detailed for the duty as the authority to receive the deserter or absentee.

**Army Orders.—November, 1917.**

**A.O. 336**  
**1917**  
*continued.*

- (b) If it appears to the C.O. that the person is not a deserter or absentee without leave from the unit under his command, he will so inform the magistrate or the governor of the prison or the officer in charge of the police station as the case may be, and will also inform the G.O.C.-in-C. the command or the G.O.C. the district from whom he received A.F. O 1618 or A.F. O 1617.
- (c) If no evidence of identity is available, but the man admits the offence, and there is documentary evidence as to his desertion, he may be taken over into military custody, and instructions should forthwith be applied for from an officer not below the rank of brigadier-general having power to deal with the case by D.C.M., the case being dealt with under Section 73 of the Army Act or otherwise.
- (d) When the person is received into military custody Part I of A.F. O 1618 or A.F. O 1617, as the case may be, will be retained by the unit from which the soldier is a deserter or absentee, the reward for the apprehension and the attendant expenses, if any, being dealt with as provided in the Pay Warrant, the Regulations for the Special Reserve, and the Allowance Regulations.

**3. Allowance Regulations.**

Paragraph 367, for first 6 lines *substitute*—

**A.O. 336.**  
**1917.**

"All claims for rewards and expenses incurred by the police in connection with the apprehension or surrender of deserters and absentees will be prepared on A.F. O 1618 or A.F. O 1617 and adjusted by the command paymaster of the command in which the arrest or surrender takes place."

**108**  
**Gen. No.**  
**1976**

Paragraph 426(d), line 2. For "their corps" *substitute* "the military".

Lines 3 and 4. For "deserters' unit is quartered" *substitute* "arrest or surrender takes place".

**4. Special Reserve Regulations.**

Paragraph 602, line 6, as amended by Army Order 112 of 1914. For "man's unit is quartered" *substitute* "court is situated".

Army Orders.—November, 1917.

5. Financial Instructions.

A.O. 336

Paragraph 347, lines 6 and 7. *For* "man's unit is quartered" *substitute* "court is situated".

1917  
*continued.*

Lines 7 to 9. *Delete* sentence "If from any cause . . . paymaster".

Paragraph 348, lines 9 and 10. *For* "commanding officer" *substitute* "general officer commanding".

20  
Engineers  
5201

Royal Engineers—Motor Cyclist Despatch Riders and Artificers. Qualifications for Engineer Pay.—1 With reference to paragraph 2 of Army Order 255 of 1917, it is notified for information that the qualifications necessary for a motor cyclist despatch rider to obtain the proficient (1s.) rate of engineer pay as such are shown in Appendix A to this Order.

A.O. 337.  
1917.

2. In order to qualify for the rate of engineer pay as a motor cycle artificer (referred to in paragraph 3 of Army Order 255 of 1917), a man must qualify as a proficient despatch rider and pass the tests as shown in Appendix B.

43  
R.M.A.  
537

Provisional Regulations respecting admission to the Royal Military College, Sandhurst, and for first Appointments therefrom to the Regular Army (Issued with Army Order 252 of 1917).—Amendments.—1. Paragraph 11. At end of first sub-paragraph, *after* line 15, *add*—

A.O. 338.  
1917.

"A separate paper will be set in Arithmetic under Mathematics A (elementary) and a separate paper in Trigonometry under Mathematics B (intermediate)."

A.O. 338.  
1917.

At end of third sub-paragraph, line 22, *after* "Class I" *add* "Candidates who fail in only one obligatory subject but make 6,000 marks or more in the aggregate will take their place in the list of qualified candidates according to the aggregate of the marks obtained."

A.O. 338.  
1917.

Paragraph 12, line 2. *Delete* "each of" and "four".

Line 3. *After* "Class I" *add* "as stated in paragraph 11".

Appendix II.—Syllabus of subjects for the Army Entrance Examination.



# Army Orders.—November, 1917.

A.O. 338      ENGLISH HISTORY AND GEOGRAPHY.—Line 3. *After*  
1917      sub-head "History" *add* "(Marks, 1,200)".

*continued.*      Line 13. *After* sub-head "Geography" *add* "(Marks, 800)."

Geography, line 3. *After* "longitude." *add* "Contour maps".

FRENCH.—*After* line 5 *add*—

A.O. 338.      "4. Colloquial. Candidate to (i.) talk in French,  
1917.      and (ii.) write a short dictated passage in French."

*In the event of an oral examination being impossible, the whole of the marks will be allotted to the written paper."*

MATHEMATICS.—A. (ELEMENTARY.)—*After* line 2, *insert*—

A.O. 338.      "All candidates will be expected to know British  
1917.      Linear, Square and Cubic Measure, and Avoirdupois Weight."

Lines 8-9. *After* "dimensions," *add* "(cylinder, sphere, cone and pyramid)."

A.O. 338.      MATHEMATICS.—B. (INTERMEDIATE.)—Line 13. *After*  
1917.      "Algebra," *add* "Elementary theory of Logarithms and deduction of the formulæ— $\log a^n = n \log a$ ;  $\log ab = \log a + \log b$ ;  $\log \frac{a}{b} = \log a - \log b$ ."

Line 21. *After* "Trigonometry" *add* "Circular measure".

SCIENCE.—Line 9 from foot of page 26. *Delete* "accumulator".

Line 7 from foot of page 26. *Delete* "astatic".

At end of syllabus for "Physics," line 5 from foot of page 26, *add*—

*Practical work.*—Simple experiments on the subject-matter of the preceding syllabus, for example:—

A.O. 338.      Verification of Boyle's law. Testing the standard  
1917.      points of thermometers. Determination of specific and latent heat by the method of mixtures. Determination of melting and boiling points. Verification of the laws of reflection and refraction. Determination of the positions of images formed by plane and spherical mirrors and by convex lenses. Mapping lines of force in magnetic fields.

17

Army Orders.—November, 1917.

*In the event of a practical test being impossible, the whole of the marks will be allotted to the written papers.* A.O. 338  
1917

Lines 8-9 on page 27. Delete from "The metals" to "salts" and substitute— continued.

"Physical properties of the commoner metals, mercury, lead, tin, copper, zinc, iron, and aluminium; and preparation of their commoner salts." A.O. 338.  
1917.

At end of the Science Syllabus, line 11 on page 27 add—

*Practical work.*—Simple exercises, which may include weighing and the measurement of volume of liquids and gases, will be set on the subjects of the preceding syllabus, for example:—

Estimation of soluble matter in a mixture; determination of change of weight in a simple reaction; measurement of the gas evolved during solution of a metal. Observation of the behaviour of substances under the influence of heat and in simple chemical reactions. Preparation of the gases enumerated above; preparation of salts from metals and oxides by general methods. Volumetric determination of acids and alkalis. A.O. 338.  
1917.

*Importance will be attached to accurate observation and to clear description of the work done. Where necessary, sufficient instructions will be given to enable candidates to apply their general knowledge of practical chemistry to the problem set.*

*In the event of a practical test being impossible, the whole of the marks will be allotted to the written papers.*

2. The above changes will come into force at the Army Entrance Examination to be held in March, 1918.

43  
R.M.A.  
537

Provisional Regulations respecting admission to the Royal Military Academy, Woolwich, and for first Appointments therefrom to the Royal Artillery and Royal Engineers. (Issued with Army Order 218 of 1917)—Amendments.—1. Paragraph 11. At end of first sub-paragraph, after line 13, add— A.O. 339.  
1917.

"A separate paper will be set in Arithmetic under Mathematics A (elementary) and a separate paper in Trigonometry under Mathematics B (intermediate)." A.O. 339.  
1917.

**Army Orders.—November, 1917.**

A.O. 339 Paragraph 11, lines 18–20. *Delete* third sub-para-  
1917 graph 3 from “Candidates” to “Class I” and *substitute—*  
*continued.*

A.O. 339. “Candidates will be required to qualify in English,  
1917. English History and Geography, Mathematics A, Arithmetic, French or German, Science, Mathematics B, and Trigonometry.

The pass marks will be 33 per cent. in English, English History and Geography, and Mathematics A ; 75 per cent. in Arithmetic ; 33 per cent. in French or German, Science, and Mathematics B ; and 50 per cent. in Trigonometry.”

Appendix II.—Syllabus of subjects for the Army Entrance Examination.

ENGLISH HISTORY AND GEOGRAPHY.—Line 3. *After* sub-head “History” *add* “(Marks, 1,200).”

Line 13. *After* sub-head “Geography” *add* “(Marks, 800).”

Geography, line 3. *After* “longitude ;” *add* “contour maps ;”

FRENCH.—*Insert* at foot of page 21—

A.O. 339. “4. Colloquial. Candidate to (i.) talk in French,  
1917. and (ii.) write a short dictated passage in French.”  
*In the event of an oral examination being impossible, the whole of the marks will be allotted to the written paper.*

MATHEMATICS.—A. (Elementary.)—*After* line 2 *insert—*

A.O. 339. “All candidates will be expected to know British  
1917. Linear, Square and Cubic Measure, and Avoirdupois Weight.”

Line 8. *After* “dimensions,” *add* “(cylinder, sphere, cone and pyramid),”

A.O. 339. MATHEMATICS.—B. (Intermediate.)—Line 13. *After*  
1917. “Algebra,” *add* “Elementary theory of logarithms and deduction of the formulæ— $\log a^n = n \log a$  ;  $\log ab = \log a + \log b$  ;  $\log \frac{a}{b} = \log a - \log b$ .”

Line 21. *After* “Trigonometry” *add* “Circular measure”.

SCIENCE.—Line 13 on page 25. *Delete* “accumulator”  
 Line 15 on page 25. *Delete* “astatic.”

Army Orders.—November, 1917.

Lines 9-8 from foot of page 25.—Delete from "The A.O. 339  
metals" to "salts" and substitute— 1917

"Physical properties of the commoner metals, *continued.*  
mercury, lead, tin, copper, zinc, iron, and aluminium; A.O. 339.  
and preparation of their commoner salts." 1917.

2. The above changes will come into force at the  
Army Entrance Examination to be held in March, 1918.

8 Territorial Force Regulations—Amendment.—In A.O. 340.  
T.F. the footnote to page 28, as amended by Army 1917.  
152 Order 228 of 1915, opposite "Engineers", delete "or  
divisional signal company".

8 Regulations for Magazines and Care of War A.O. 341.  
Mag. Matériel, 1913—Amendments.—Section VI., para- 1917.  
49 graph 110, as issued with Army Order 76 of 1917:—

N.O. Group I., Division IB. After "Composition No. 30"  
51680 insert "Composition 'B'".

D.G.M.D. Group II., Division IA.—

A. Delete "Cartridges, small-arm incendiary".  
264 " machine-gun incendiary".

After "Cartridges, aiming tube" insert—

"Cartridges, or { (VII. AA) which are safety car- A.O. 341.  
bullets, small- { (VII. G) tridges, but to which 1917  
arm, and ma- { (VII. T) paragraph 116 must  
chine gun. { (VII. B) not be held to apply".

N.O. Group II., Division II. After "Mines containing  
51680 Composition No. 30" insert "Mines containing Com-  
position 'B'".

40 Signal Training Manual, Part I.—The Training A.O. 342.  
W.O. Manual, Signalling (Provisional), 1915, is being re- 1917.  
3631 written in two parts. Signal Training Manual, Part I.,  
has been approved and copies will shortly be issued to  
all concerned. Part I. cancels Chapters I.—VI., VIII.,  
IX. and X. and Appendix I. of Training Manual,  
Signalling (Provisional), 1915. Signal Training Manual,  
Part II., which is in process of compilation, will cancel  
the remainder.

**Army Orders.—November, 1917.**

**A.O. 343.** Reorganization of the Royal Flying Corps 87  
**1917.** (Military Wing).—Army Order 62 of 1915 should 363  
 be amended as follows:—

In paragraph 1, lines 8 and 9, *delete* "and be the officer in charge of Royal Flying Corps records".

**A.O. 344.** Vocabulary Rates—Date on which Amendments 54  
**1917.** become Operative.—Rates published in the lists of Officers  
 amendments to Priced Vocabulary of Stores and 1580  
 Priced Vocabulary of Clothing and Necessaries will in future become operative at home stations from the 15th of the month (instead of the 1st as hitherto) in which the Army Orders promulgating them are issued, and the instructional paragraphs relative to this in the aforesaid publications should be amended accordingly.

**A.O. 345.** War Clothing Regulations.—Amendments have A.O.D.  
**1917.** been approved and copies will shortly be issued to all 5643  
 concerned.

**A.O. 346.** Garrison Artillery Training, Volume I., 1914— 40  
**1917.** Amendments.—1. Page 258. *After* 4th line from Miscel.  
 foot of page *add* fresh paragraph:— 1997

**A.O. 346.** "When testing trained layers each will lay once  
**1917.** slowly and carefully on the water line of the target and the mean of these lays will be taken as the Standard Lay. In the case of classes under instruction the Standard Lay will be determined by the instructor."

2. Page 258. Line 3 from foot of page, *after* "will" *insert* "then".

3. Page 259. At foot of page *add* fresh paragraph:—

**A.O. 346.** "The difference in Q.E. between the layer's mean  
**1917.** lay and the Standard Lay divided by the ratio of movement *will give the layer's difference from Standard along the sight.*"

4. Page 260. *After* line 3 *insert* "The layer's mean lay along the sight must be within '4 minutes of the Standard Lay."

5. Page 260. Line 9, *for* "[30 marks]" *substitute* "[30 marks; 10 for consistency, 10 for accuracy and 10 for time,"



# Army Orders.—November, 1917.

<p>40 W.O. 4175</p>	<p>Gun Drill.—18-pr. Q.F. Gun Drill, 1916 (Re- printed with Amendments, 1917)—Amendments.— Page 6. <i>Insert</i> new paragraph <i>after</i> line 12 :—</p>	<p>A.O. 347. 1917.</p>
-----------------------------	--	----------------------------

"16. He is responsible that the gun correction (if any) is included in the range given out by him to the sub-section."

Page 15, 4th line from bottom. *After* "Corrector" *insert* \* with footnote :—

"\* The range given out by the No. 1 to his sub-section will include the gun correction (if any).

No 6 sets the fuze indicator for this range."

Page 17, line 17. *After* "1" *insert* "and". *After* "ordered" *delete* "and reloaded as soon as fired."

Page 17, line 18 *Delete* "are loaded as above but".

## BOOKS, FORMS, &c.

A.O. 348.  
1917.

### *Military Books.*

1. The following books have been placed on sale :—

	Price.
	s. d
Regulations for Army Ordnance Services, Part II., 1914.	
Amendments. (Issued with Army Orders, dated	
1st October, 1917) ... ..	0 2

### *Army Forms and Books approved.*

2. The following new Army Forms and Books have been approved :—

Army Form B 161-13, "Qualification Report, Draughtsmen and Surveyors, Royal Engineers Railway Troops."

An initial supply has been sent to the Commandant, R.E. Training Centre, Longmoor Camp, Hants.

Army Form B 278A, "Soldiers' Documents forwarded on Transfer; List of."

This is a small edition of Army Form B 278, which will still be used for men serving on normal engagements and likely to have more documents.

Supplies should be identified for as required.

# Army Orders.—November, 1917.

<b>A.O. 348</b>	Army Form W 3192A (Orange)	} "Pay Office slip for posting acquittance roll payments."
<b>1917</b>	Army Form W 3192B (Yellow)	
<i>continued.</i>	Army Form W 3192C (Brown)	
	Army Form W 3192D (Green)	
	Army Form W 3192E (Pink)	
	Army Form W 3192F (Grey)	
	Army Form W 3192G (Buff)	
	Army Form W 3192H (White)	

A distribution of these eight forms has been made to Regimental Paymasters, and Command Paymaster, London District.

Army Form W 3563, "Advice Card, Forage Department (White)."

Army Form W 3564, "Advice Card, Forage Department (Green)."

Army Form W 3565, "Postcard, Forage Department, Position of Baler."

Army Form W 3575, "Purchase, Forage Department, Record Pad."

Army Form W 3574, "Daily Return of Receipts."

The five forms specified above should be indented for by the Forage Department, A.S.C., as required.

Army Form W 3625, "Requisition for Clothing for Women of the Women's Army Auxiliary Corps."

A distribution of this form has been made to Area Controllers, W.A.A.C., at their several Command Headquarters.

Army Form W 3631, "Monthly Return of the W.A.A.C. (other than Controllers and Administrators)."

Supplies have been distributed to the Commands of W.A.A.C.

Army Form W 3632, "Result of Selection Boards of W.A.A.C."

This form should be indented for as required.

Army Form W 3633, "'Train Slowly' slips for attachment to Medical History Sheets of certain men in low Categories."

A distribution has been made to Headquarters of Home Commands

---

Army Form W 3638, "Harpoon Card (Hay)."

A.O. 348  
1917  
*continued.*

This form should be indented for by the Forage Department, A.S.C., as required.

Army Form W 3639, "Re-allotment of Machines and Engines within Wing Commands, Royal Flying Corps."

This form should be indented for as required. It was formerly known as "R.F.C. Form 319A."

Army Form W 3641, "List of Officers examined by Medical Board; form to be sent to War Office, A.G. 4 (c)."

Supplies have been distributed to Headquarters of Home Commands."

Army Form W 3642, "Form for notifying Deceased Officers' Cash Effects to the War Office."

A distribution has been made to Command Paymasters.

Army Form W 3645, "Record of Service Card (Forage Department, A.S.C.)."

This form should be indented for by the Forage Department, A.S.C., as required.

Army Form W 3646, "W.A.A.C. Record Card."

Supplies have been distributed to Recruiting Controllers at the several Command Headquarters.

Army Form W 3655, "Sausage Factory Cost Account; Half-yearly."

Army Form W 3656, "Sausage Account (Monthly) for Factory."

A distribution of these two forms has been made to the officers concerned.

Army Form W 3657, "Certificate for Rent to be rendered by W.D. Valuers to Quartering Committees."

Supplies have been distributed to Headquarters of Commands.

Army Book 439, "Officer's Record of Service Book."

This book should be indented for as required.

Army Book 455, "Insurance Ledger, Forage Department."

This book should be indented for by the Forage Department, A.S.C., as required.



**Army Orders.—November, 1917.**

---

**A.O. 348**

*Mobilization Store Tables.*

**1917**  
*continued.*

- Army Form G 1098-115A, "A Divisional Signal Company (France)." Dated September, 1917.  
Army Form G 1098-366, "Heavy Artillery Group Headquarters (Egypt)." Dated August, 1917.  
Army Form G 1098-379, "A Gun Carrier Section, Tank Corps." Dated September, 1917.  
Army Form G 1098-381, "A Divisional Supply Column (Salonika)." Dated September, 1917.  
Army Form G 1098-33c, "A Squadron, R.F.C.," Corrigenda. Dated September, 1917.  
Army Form G 1098-242, Addendum. Dated September, 1917.

Supplies of the above Mobilization Store Tables Corrigenda and Addendum have been distributed to the Chief Ordnance Officers concerned.

Army Form G 1098-33c, Appendix "A"—addition to—"Wireless Stores required for Squadrons and Wings in Training Division." August, 1917.

This print should be indented for as required.

*Army Forms revised.*

3. The following Army Forms have been revised. Previous prints are obsolete and should be wasted :—

- Army Form B 166, "Qualification Report ; Electrician (Field, Fortress or Anti-Aircraft Searchlights)."  
Army Form B 169, "Qualification Report ; Engine Driver (Fortress or Anti-Aircraft Searchlights)."

A distribution of these two forms has been made to Headquarters of Commands.

Army Form B 297-1, "Ranging Sheets, Siege Artillery."

A distribution has been made to all concerned.

Army Form W 3508, "Report on a case of Tetanus."

This form should be indented for as required.

Army Form 3555, "In-patient or Out-patient Treatment Card."

This form should be indented for by Officers i/c Military Hospitals as required.

Army Form W 3587, "Form for attachment to calling-up notice in cases of Agriculturalists and men in scheduled occupations."

Supplies will be sent to Area Commanders.

**Army Orders.—November, 1917.**

*Mobilization Store Tables.*

**A.O. 348**  
**1917**  
*continued.*

Army Form G 1098-31, "A Pontoon Park, R.E. (Horse Transport), France." Dated September, 1917.

Army Form G 1098-31A, "A Pontoon Park (Mechanical Transport), France. Dated September, 1917.

Army Form G 1098-38J, "A Light Motor Set Wireless Section." Dated September, 1917.

Army Form G 1098-105, "Headquarters of Divisional Artillery (France)." Dated September, 1917.

Army Form G 1098-206, "A Divisional Train (Salonika). Dated September, 1917.

Army Form G 1098-371, "A (Divisional) or an (Area) Employment Company, Labour Corps. Dated September, 1917.

Supplies of these revised Mobilization Store Tables have been issued to the Chief Ordnance Officers concerned.

*Mobilization Store Tables (T.F.).*

Army Form G 1099-32, "A Small-arm Ammunition Column for a Cyclist Brigade (Home)." Dated September, 1917.

A distribution of these Tables has been made to the A.D.S., Eastern Command, and Chief Ordnance Officers concerned.

*Army Forms cancelled.*

4. The following Army Forms have been *cancelled* :—

Army Form B 104-3, "Record Office Return : Royal Horse and Field Artillery."

The form is now incorporated in Army Form B 104-4, which combines Royal Horse, Field and Garrison Artillery.

Army Form D 455A, "Family Allowances ; Certificate of Identity for Wife or Child or other relative of a Soldier (Territorial Force)."

Army Form D 455c, "Dependant's Allowances ; Certificate of Identity for Dependants of a Soldier (Territorial Force)."

Army Form G 1098-3B, "Mobilization Store Table; Headquarters of an Infantry Brigade (T.F.) (Mediterranean)."

Army Form G 1098-33c, "Appendix 'B.B.' Appendix 'C.C.' Appendix 'H.I.'"

Army Form G 1098-163A, "A Labour Battalion, R.E." Dated May, 1917.

# **Army Orders.—November, 1917.**

- A.O. 348** Army Form G 1098-217, "A Cavalry Squadron  
1917 (Divisional Mounted Troops) (Salonika Force)."  
*continued* Army Form G 1098-289, "Mounted Brigade Supply  
Column (Salonika Force), One-Horse Transport  
Company, A.S.C."  
Army Form H 1119A, "Form of Size Roll for Boots and  
Shoes of special size."  
Army Form W 3465, "Application by Wife of a Soldier  
for Separation Allowances as Dependant of a Soldier  
Son."  
Army Form W 3620, Application for administrators for  
Permanent Staffs of W.A.A.C. Hostels." Army  
Form W 3620A is used instead.

## **NOTE.**

Army Form W 3100, "Requisition for Cash."

It is notified for the information of all concerned  
that this form should be deleted from all copies of  
Army Form L 1398 in possession; and any copies of  
Army Form W 3100 in stock should be returned  
immediately to the Army Forms Depôt, Searles Road,  
New Kent Road, London, S.E.

- Errata.**—1. Appendix to Army Order 268 of 1917,  
Article 11, line 5 of sub-paragraph (1), for "directly  
or" read "directly and".  
2. Army Order 302 of 1917. In the Army  
Council's Instruction to Article 225, line 3, for "which  
unfits" read "while unfit".

22
Ret. Pay
287
87
In-
struction
253

## **LIST OF CHANGES IN WAR MATÉRIEL, &c.**

A list of changes in war matériel and patterns of  
military stores which have been approved and sealed,  
with instructions relating thereto, is issued herewith to  
all concerned.

*By Command of the Army Council,*



## APPENDIX TO ARMY ORDER 334.

### VOLUNTARY AID DETACHMENTS.

Counties, &c., are arranged in alphabetical order.

#### ENGLAND AND WALES.

No.	Detachment.	Classification.	By whom organized.
276	Lancashire, East ...	Women's ...	British Red Cross Society.
32	Monmouth ...	" ...	} St. John Ambulance Bri- gade.
28	Northampton ...	" ...	
96	Northumberland ...	" ...	British Red Cross Society.
176	Yorkshire, West Riding.	" ...	St. John Ambulance Brigade.

A Reserve Voluntary Aid Detachment, designated Reserve Voluntary Aid Detachment, County of....., has been registered for each of the undermentioned counties, &c., viz. :—

Lancashire, West.  
Yorkshire, East Riding.

## APPENDIX A TO ARMY ORDER 337.

### QUALIFICATIONS OF DESPATCH RIDERS FOR THE PROFICIENT (1s.) RATE OF ENGINEER PAY.

#### *Theoretical.*

1. To have passed a written examination in—
  - (a) Map Reading and Squared Maps (very high standard required).
  - (b) Theory of Petrol Engine and Magnetos.
  - (c) Running repairs to W.D. Triumph and Douglas motor cycles and tyres.
  - (d) General Army organization.
  - (e) Signal Service organization in detail.

#### *Practical.*

2. To have passed a practical examination in—
  - (a) Riding W.D. motor cycles (very high standard required).
  - (b) Roadside and ordinary light motor cycle and tyre repairs.
3. To have passed a practical test in map reading in conjunction with motor cycling.
4. To have qualified in drill.
5. To have passed a revolver course.

**Army Orders.—November, 1917.**

---

**APPENDIX B TO ARMY ORDER 337.**

---

**QUALIFICATIONS OF MOTOR CYCLE ARTIFICERS FOR THE  
SKILLED (1s. 4d.) RATE OF ENGINEER PAY.**

To qualify for the above-mentioned rate of engineer pay, a motor cycle artificer must qualify as a proficient despatch rider and pass the following tests:—

*Theoretical.*

A written examination on—

- (a) The operation of any part of the mechanism of a Douglas or Triumph motor cycle—such as Douglas gear box, magneto drive, oiling system, wheel bearings, Triumph decompressor, front forks, petrol valve
- (b) A description of the internal combustion engine (four stroke) explaining the function of the valves, carburettor, magneto, &c., and giving suitable timing for valves and ignition.
- (c) Describing the parts most likely to wear and require renewal or adjustment—
  - 1. Engine.
  - 2. Cycle parts.

*Practical.*

- A.—To be given a motor cycle badly in need of repair to engine and cycle parts and to put same in thoroughly sound order.
  - B.—To locate general faults, such as loose timing studs, play in spring fork pins (Douglas), broken or worn piston rings, worn bearings, wrongly adjusted gears.
  - C.—To vulcanize burst tube.
  - D.—To braize a simple joint.
  - E.—To solder Bowden control wire, tank, &c.
  - F.—To use special tools such as—expanding reamer, scraper, valve seat cutter, &c.
-

Army orders.

Printed under the authority of His Majesty's Stationery Office  
By HARRISON AND SONS,  
PRINTERS IN ORDINARY TO HIS MAJESTY,  
ST. MARTIN'S LANE, LONDON, W.C. 2.

(M 5709) Wt. 158-694 2375/1875 11/17 5179wo